

Town Clerk's Office Report—September 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 13	Updated ACO each month on current dog registrations. 2015 registrations begin October 15 th , 2014. Processed rabies certificates received from State.
2.	Hunting & Fishing Licenses	Sold 7	
3.	Birth Certificates	Sold 4	Sold 0 additional
4.	Death Certificates	Sold 9	Sold 18 additional
5.	Marriage Certificates	Sold 16	Sold 12 additional
6.	Marriage Licenses	Sold 8	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 6	Permits start October 1 st , 2014
9.	Parking Permits	Sold 0	Parking Permits will ended 9/1/2014.
10.	Special Event Permits		Processed 1 permits. Had a meeting on 9/30/14 with Department Heads to discuss amending the Special Event Permit Ordinance/application.
11.	Notary Public Service		Processed 19
12.	Freedom of Access Act		Processed 1
13.	Virtual Town Hall		New web page is now active. Working on Town Clerk sub-page.
14.	Miscellaneous		
15.	DBA's	Recorded 2	
16.	Vital Records		Processed 17 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 13
18.	Public Hearings		Processed 7
19.	Bids		Processed 0

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20.	Elections		Deadline for filing nomination papers was 9/22/14. Entered ballot information into the AVS.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		John Leighton started as our newest Deputy Town Clerk on 9/29/14. We would like to welcome him to the Office.
23.	Miscellaneous in-house work		Assist staff and residents in research of Town records and streets. Filing 1883 to early 1900 vital records in protective files. Scan in contracts/agreements as received and forward to appropriate department and file original in safe. Scanning minutes into Laserfiche.
24.	Town Council appointments/resignations	Processed 0 appointments/0 resignations	
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 2 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 5 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 72 new voters to OOB; 37 change in status; 22 voters that moved out of the municipality. Issued 4 nomination papers. Processed 2.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 9 deaths in Access database and filed in books—State is behind in entry into system, so there may be more deaths than accounted for during the month.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 2 oaths to Notary Publics
31.	Journal Tribune		Balanced legal ads for month
32.	Births		Researched EBRS and entered births into Access Database and filed in books.

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33.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).